

For Office Use Only

No.

Name:

Intv:



The Trent Rivers Trust

<https://www.trentriverstrust.org/>

APPLICATION FORM

Please complete all boxes on the application form. **Please return your application form to callum@trentriverstrust.org**

Post applied for:	
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Personal Details

Surname				
First name				
Preferred Title				
Address				
E-mail:				
Telephone:	Daytime:		Evening:	

Educational Details

Secondary school attended and dates:			
Examinations passed:	Level	Subject	Grade
College/University attended and dates:			
Qualifications gained:			
Grade:			

Employment Details

Present or last employer:	
Address:	
Date Commenced Employment:	
Title of post held:	
Current salary:	
Duties of the post:	

<p>Please list your previous relevant work experience, giving details of your more recent posts first.</p>	<p>Employer, post and duties</p>	<p>Dates</p>	<p>Reason for leaving</p>

Other Information

<p>Please give details of any other relevant experience, such as hobbies, interests or voluntary work which you would like to mention in support of your application.</p>	
<p>Which IT software packages do you regularly use?</p>	
<p>Do you have a current, full driving licence?</p>	
<p>Are you eligible to work in the UK?</p>	

Why you are interested in and a great candidate for the role:

Please write a short statement explaining why you are interested in this post, limiting your answer to the space provided.

Please demonstrate how your previous work experience relates to the job description of the vacancy applied for.

**What other qualities and skills do you believe you will bring to the post?
Again, please limit your answer to the space provided.**

References

Please supply the names and addresses of two referees, one of which should be a current/previous employer.
Please note that references will be taken up after a provisional job offer has been made.

First referee

Please include full address, telephone number and e-mail address.

Second referee

Please include full address, telephone number and e-mail address.

Additional Information

Do you have an existing medical condition which would affect your ability to undertake the duties of the post? Please note you will be asked to complete a confidential medical questionnaire before appointment.	
What is your current notice period?	
Where did you see this post advertised?	
Date of this application:	
Availability for Interview. Please tell us any dates you would not be available over the next 4 weeks.	

Data protection

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulation 2018. Individuals have, on written request the right of access to personal data held about them.

I hereby give my consent to The Trent Rivers Trust processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Candidate's signature (or name)

Please note: Any false, incomplete or misleading statements may lead to dismissal.

We would be grateful if you could complete the Equal Opportunities Monitoring Form overleaf but please note this is entirely voluntary.

The Trent Rivers Trust wants to meet the aims and commitments set out in its EDI policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Gender Man
Woman Intersex Non-binary Prefer not to say If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24
25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64
 65+ Prefer not to say

What is your

ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your

sexual orientation?

Heterosexual Gay Lesbian Bisexual
Prefer not to say If you prefer to use your own term, please specify here

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What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Part-time Prefer not to say

Full-time

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say